



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: March 2, 2001

**CLASSIFICATION:** Office Technician (Typing)  
1 Position - Permanent, Full Time

**FINAL FILE DATE:** Until Filled

**SALARY:** \$2348 - \$2855 Per Month

**LOCATION:** HMO Help Center (7667 Folsom Boulevard, Sacramento, CA 95828)

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Staff Services Manager I (Supervisor), the incumbent will work in the HMO Call Center, Administration Unit, and perform a variety of tasks and responsibilities with varying levels of complexity. The position provides administrative and clerical support, which include: composing and typing correspondence, charts, graphs, forms, faxing, photocopying, and emailing for the Administration Unit. The position also post and maintain monthly attendance and leave information, ordering of equipment and supplies; statistical and other record keeping.

**DESIRABLE QUALIFICATIONS:**

- ✓ Ability to work independently with minimum supervision.
- ✓ Ability to communicate effectively; both orally, and in writing.
- ✓ Ability to use good judgement in following established clerical procedures.
- ✓ Ability to adjust to shifting priorities and meet stated deadlines.
- ✓ Ability to work cooperatively with others and provide good customer service.
- ✓ Excellent attendance and dependability.
- ✓ Knowledge and skill with PCs, i.e., Microsoft Word, Excel, Visio, etc.
- ✓ Ability to work in a team environment.

**WHO MAY APPLY:** State employees, who are currently in the above classification, have list eligibility for appointment or have transfer eligibility is encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Shirley Jones at (916) 229-0459. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA # 00-356 under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department of Managed Health Care  
Attention: Shirley Jones  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

**RPA 00-[356] JMF**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.